CACFP Child Care Center Sponsor Facility Monitoring

Date Institution			Facilit	у
Visit # 1 2 3			 vation	Unannounced Yes No
SUBJECT AREA	YES	NO	N/A	COMMENTS
CIVIL RIGHTS 1. Is the "And Justice for All" poster posted in a location visible to parents?				
Do CACFP materials (menus, newsletters, etc.) provided by site include the non-discrimination statement?				
3. Has the site received any complaints alleging discrimination? If yes, have the complaints been reported to the State Agency?				
LICENSING 4. Is site in compliance with licensed capacity?				
5. Is license current and posted? Or if license exempt, is self-certification checklist on file?				
ENROLLMENT 6. Are enrollment records available for each child?				
FREE AND REDUCED PRICE APPLICATIONS 7. Are applications or direct certifications available for each child claimed as free or reduced price?				
8. Are all applications complete, current and approved correctly?				
TRAINING 9. Are there dated agendas and sign-in sheets to document required annual Civil Rights training for ALL staff and training of key staff on key CACFP topics within the last year for existing staff; upon hire for new staff?				
10. Is there evidence that sponsor training has been applied by key staff? MENUS AND MEAL PRODUCTION				
11. Are dated daily production records available for each meal served? (Claimed for reimbursement or not)				
12. Is actual record of food prepared and served completed on all meal production records?				
13. Do menus and meal production records meet meal pattern requirements and reflect good nutrition and variety?				
14. Are changes recorded on menus and meal production?				
15. Is amount of food served sufficient for the total number of children/adults who ate the meals?				
16. Are only creditable foods being counted as part of reimbursable meals?				
17. If center enrolls infants, are infant meal records kept and correctly recorded?				
ATTENDANCE AND MEAL COUNTS 18. Attendance is collected separate from meal counts?				
19. Are daily dated, manual point of service meal count records used? (computer software may be used only as backup to manual POS)				
20. Are children claimed in the correct benefit category?				
21. Did enrollment and attendance support number of children's meals claimed for the month?				
22. Is there evidence of a block claim? If yes, note reason,				

determine if it is reasonable and conduct household contacts.

5 DAY RECONCILIATION

23. Attached 5 Day Reconciliation form completed for 5 consecutive

24. Did enrollment and attendance support the number of children's meals

claiming days?

claimed?

1 of 3 revised 8/08

SUBJECT AREA	YES	NO	N/A	COMMENTS	
FINANCIAL RECORDS					
25. Are costs of food, non-food program items, and labor directly attributable to the CACFP documented?					
26. Are all receipts available?					
27. Does the food purchased support the menus and meal production records?					
MEAL SERVICE					
28. Meal service observed:					
29. Classroom(s) observed:					
30. Was the meal served pre-plated (individual) or family style?					
31. If family style, was each child encouraged to take the correct portion size?					
32. If family style, was enough food available at each table to offer the correct portion size to all children?					
33. Were meal counts taken and recorded at the point of service?					
34. Does the meal observed meet meal pattern requirements?					
35. Was the meal production record correctly completed for the meal observed?					
36. Are there medical statements on file to justify food substitutions for individual participants?					
HEALTH, SAFETY AND SANITATION 37. Are the refrigerator(s) in kitchen and classrooms clean and odor free?					
38. Are thermometers present in food storage areas and are safe temperatures maintained? (Refrigerator 41 degrees or cooler, freezer 0 degrees or below, dry storage 70 degrees or below).					
39. Is food properly stored in refrigerator and dry storage areas?					
40. Is food stored at least 6 inches off the floor?					
41. Are cleaning supplies and other toxic materials stored away from food and out of reach of children?					
42. Are there are any visible fire, health, safety or sanitation hazards? MISC.					
43. Is the "Building for the Future" poster posted in a location visible to parents?					
44. Is site providing WIC information to parents or posting the flyer?					
45. Does the site follow the drug-free workplace policy?					
Site commendations and problem areas requiring corrective action: If corrective needs to take and the date the corrective action is due.	ve action is	require	d, speci	ify what corrective action the site	
Follow up (if needed) date and results:					
Signature of Site Director Date	_		Signatu	re and Title of Monitor D	 Date

2 of 3 revised 8/08

5 Day Reconciliation

Institution Name:	
Complete a 5 Day Reconciliation by child: If total enrolled participants is 50 or less complete a 5 Day Reconciliation for at least 5 enrolled participants If total enrolled participants is 51 or more complete a 5 Day Reconciliation for at least 10% of enrolled participants	
Total enrolled participants (children) for the month: Use the following formula if enrollment exceeds 50:	

of enrolled children= _____ x .10 = ____ = minimum # for 5 Day Reconciliation (round up)

Full nar	me of enrolled child:	ATT	Date	9 :				A	ATT	Date	e:					ATT	Dat	e:				,	ATT	Date):					ATT	Date	e:				
1			В	Α	L	Р	D	Е		В	Α	L	Р	D	Е		В	Α	L	Р	D	Е		В	Α	L	Р	D	Е		В	Α	L	Р	D	Е
2			В	Α	L	Р	D	Е		В	Α	L	Р	D	Е		В	Α	L	Р	D	Е		В	Α	L	Р	D	Е		В	Α	L	Р	D	Е
3			В	Α	L	Р	D	Е		В	Α	L	Р	D	Е		В	Α	L	Р	D	Е		В	Α	L	Р	D	Е		В	Α	L	Р	D	Е
4			В	Α	L	Р	D	Е		В	Α	L	Р	D	Е		В	Α	L	Р	D	Е		В	Α	L	Р	D	Е		В	Α	L	Р	D	Е
5			В	Α	L	Р	D	Е		В	Α	L	Р	D	Е		В	Α	L	Р	D	Е		В	Α	L	Р	D	Е		В	Α	L	Р	D	Е
6			В	Α	L	Р	D	Е		В	Α	L	Р	D	Е		В	Α	L	Р	D	Е		В	Α	L	Р	D	Е		В	Α	L	Р	D	Е
7			В	Α	L	Р	D	Е		В	Α	L	Р	D	Е		В	Α	L	Р	D	Е		В	Α	L	Р	D	Е		В	Α	L	Р	D	Е
8			В	Α	L	Р	D	Е		В	Α	L	Р	D	Е		В	Α	L	Р	D	Е		В	Α	L	Р	D	Е		В	Α	L	Р	D	Е
9			В	Α	L	Р	D	E		В	Α	L	Р	D	Е		В	Α	L	Р	D	Е		В	Α	L	Р	D	E		В	Α	L	Р	D	Е
10			В	Α	L	Р	D	Е		В	Α	L	Р	D	Е		В	Α	L	Р	D	Е		В	Α	L	Р	D	Е		В	Α	L	Р	D	Е
11			В	Α	L	Р	D	Е		В	Α	L	Р	D	Е		В	Α	L	Р	D	Е		В	Α	L	Р	D	Е		В	Α	L	Р	D	Е
12			В	Α	L	Р	D	Е		В	Α	L	Р	D	Е		В	Α	L	Р	D	Е		В	Α	L	Р	D	E		В	Α	L	Р	D	Е
13			В	Α	L	Р	D	Е		В	Α	L	Р	D	Е		В	Α	L	Р	D	Е		В	Α	L	Р	D	E		В	Α	L	Р	D	Е
14			В	Α	L	Р	D	Е		В	Α	L	Р	D	Е		В	Α	L	Р	D	Е		В	Α	L	Р	D	Е		В	Α	L	Р	D	Е
15			В	Α	L	Р	D	Е		В	Α	L	Р	D	Е		В	Α	L	Р	D	Е		В	Α	L	Р	D	Е		В	Α	L	Р	D	Е
Total of	Attendance & Meals																																			

Did enrollment and attendance support the number of children's meals claimed daily?	□Yes	□No
If no, explain:		